

Customizing Your Mac



Customizing the Screen Background

Open the Apple Menu > Select System Preferences

Choose Desktop & Screensaver

Select a Desktop Picture or use the



sign to find a picture saved on your computer.

Check the box next to “Change picture:” if you would like the picture to rotate.



Customizing Your Screen Saver

Open the Apple Menu > Select System Preferences

Choose Desktop & Screen Saver

Select the Screen Saver tab.



Click on the different screen saver options to see their effects.

Use the + sign to choose a picture folder of your pictures that will rotate as a screensaver.

Use the energy saver slide bar to select how many minutes will pass before the screen saver begins.

Using Hot Corners

Open the Apple Menu > Select System Preferences

Choose Desktop & Screensaver

Select the Screensaver tab.



Click the “Hot Corners . . .” button at the bottom, left corner of the screen.

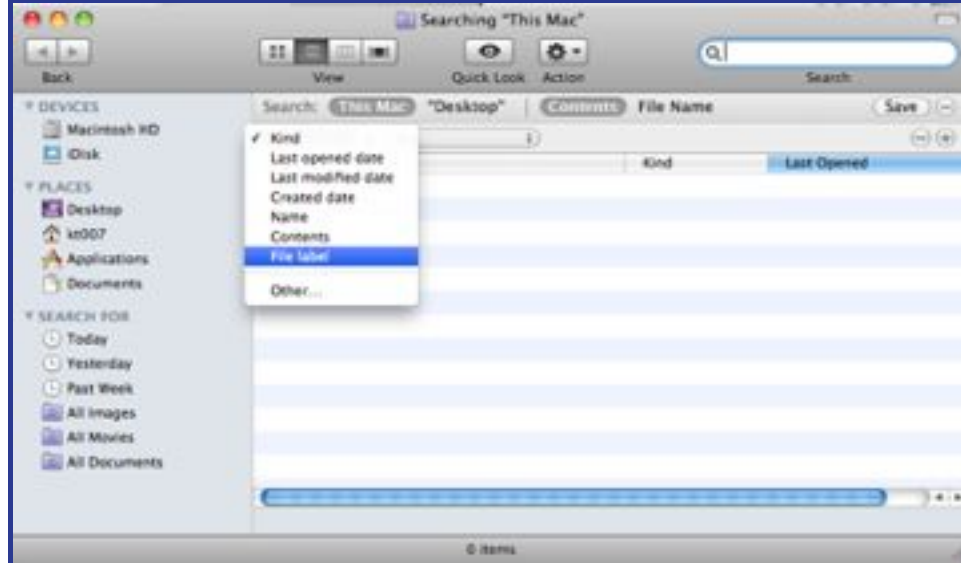
The four boxes represent the four corners of your computer screen.

Select what you want to happen when your mouse hovers in any of these locations.

Organizing your Files & Icons

- Open the Finder Window.
- Click on a Folder or File to select it.
- Select the “File” menu and select a color at the bottom of the menu. This will add a color tag to the File or Folder.
- Now when you are looking for files color coded a certain color, do a command F.
- Pull down the first box to “File Label.” You may have to select “Other” and find “Tag” the first time.

Now you can type the color tag you are want to see. OR . . . simply click on the color tag on the left side of the Finder box to show you those tagged with the particular color.



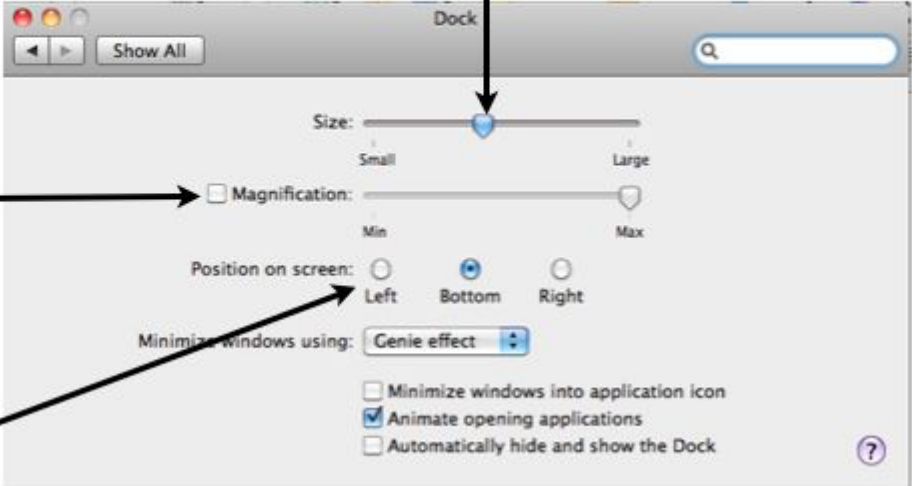
Customizing the Dock

- Open the Apple Menu > Select System Preferences
- Choose “Dock”

Use this slider to change the size of the icons on your dock.

Check this box if you want dock icons to enlarge when you hover over them.

Select where you want your dock located on your screen.



The screenshot shows the 'Dock' settings window in macOS. At the top, there are window control buttons (red, yellow, green), a 'Show All' button, and a search field. The main content area includes a 'Size' slider with a blue triangle marker, labeled 'Small' on the left and 'Large' on the right. Below it is a 'Magnification' checkbox, which is currently unchecked, with a slider below it labeled 'Min' and 'Max'. The 'Position on screen' section has three radio buttons: 'Left', 'Bottom' (which is selected), and 'Right'. Below that is a 'Minimize windows using:' dropdown menu set to 'Genie effect'. At the bottom, there are three checkboxes: 'Minimize windows into application icon' (unchecked), 'Animate opening applications' (checked), and 'Automatically hide and show the Dock' (unchecked). A help icon (question mark) is in the bottom right corner.

Adding Applications to Your Dock

- Open the Finder window and select Applications.
- Find the Application you want to add and drag onto the dock in the preferred location. The other icons will separate and you can drop it on the dock.



Removing Applications from Your Dock

Drag the icon you would like to remove off the dock and onto the Desktop. The icon will disappear.



Showing Your Screen on an LCD

When the computer is connected to an LCD projector, it can display the screen currently on the desktop or it can show what has been dragged past the right side of the desktop.

The second option is useful if using Keynote so that the presenter notes can be showing on the desktop and the slides showing through the LCD. It is also something to check if you are hooked up to an LCD and it only shows a blue screen.



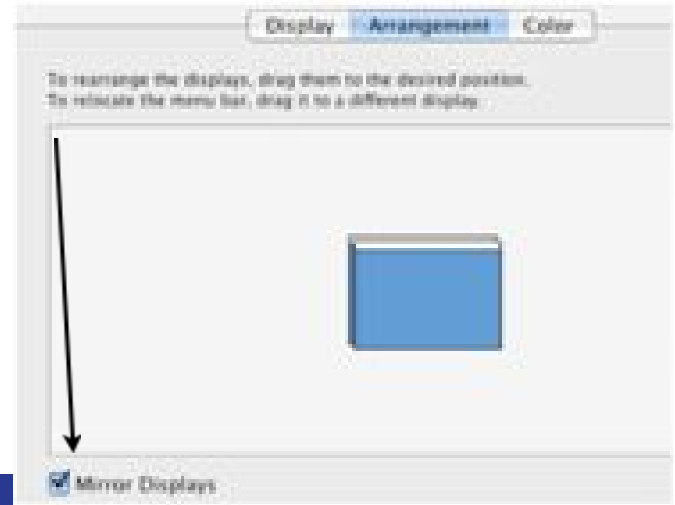
Showing Your Screen on an LCD

Open the Apple Menu > Select System Preferences

Choose “Displays”

If an LCD projector is currently connected, there will be an “Arrangement” tab.

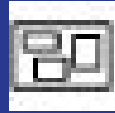
If the “Mirror Displays” button is checked, you will see this screen and you will project on the LCD what is on your Desktop.



Exposé

Your computer has a feature called Exposé that makes it easy to find windows when your desktop is cluttered. Even if you have many overlapping windows, Exposé lets you view thumbnail versions of all of them so you can find the one you need.

To see all your open windows, press the Exposé key (pictured below).(F3).



A shortcut for this would be to swipe up with three or four fingers on your Trackpad.

To exit Expose, click on the screen, press the Expose button again, swipe down with three or four fingers, or push Esc.

Spaces

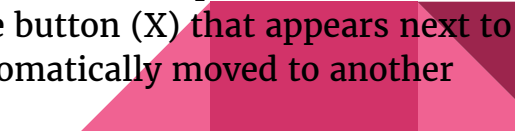
A space is the desktop area you normally see on your display. With the Spaces feature of Mission Control (access from dock, control and up arrow, F3, 3 or 4 finger swipe), you can create multiple desktop areas to keep things organized. When you enter Mission Control, all of your spaces appear along the top of your screen. The desktop you're currently using is shown below the row of spaces.

When a window you're looking for resides in a specific space, click the related space at the top of the Mission Control window to switch spaces. Then click the window to bring it to the front of your view.


To create additional spaces, open Mission Control and move your pointer to the upper-right corner of your screen. Click the Add Space (+) button that appears.

You can also drag an app's icon to the Add Space button to quickly create a space containing all of an app's windows.

To remove a space you don't want anymore, move your pointer over that space at the top of the Mission Control window. Press the Option key on your keyboard, then click the close button (X) that appears next to any space you want to remove. Any windows currently in that space are automatically moved to another space that's still open.



Using the Launchpad

- Select Launchpad on the Dock.  This will display your Applications.
- Then click on the Application you want to use and begin.
- To return to the Desktop, click off of the Dashboard.

Adding Widgets to Dashboard

Open Dashboard



either from your Launchpad or add it to your dock.

Select the plus sign on the bottom, left side of the screen.



This Displays the Widgets currently available. To add one of these Widgets, drag it up to the Dashboard.

To find additional Widgets, click on “Manage Widgets.”



This displays the current Widgets. If it has a check in the box, it is currently available. You can remove unwanted Widgets by taking off the check.

Click on “More Widgets . . .” This will take you on-line to look and download additional Widgets.

Removing Widgets from Dashboard

- Click on the - sign and select the x on the widget you want removed.





Spotlight

Helps you find what you're looking for.

- Documents
- Sports scores
- Weather
- Applications
- Photos

The screenshot shows a Spotlight search result for 'weather watertown'. The search bar at the top contains the text 'weather watertown' and a magnifying glass icon. To the right of the search bar, it says 'Weather - Watertown' and there is a globe icon. Below the search bar, there are three sections: 'TOP HIT', 'PDF DOCUMENTS', and 'PRESENTATIONS'. The 'TOP HIT' section is highlighted in blue and contains the text 'Weather in Watertown, SD'. The 'PDF DOCUMENTS' section contains a document icon and the text 'newsletter 2015-2016'. The 'PRESENTATIONS' section contains a presentation icon and the text '1stday.ppt'. Below these sections is a link that says 'Show all in Finder...'. To the right of these sections is a weather widget for 'Watertown, SD'. The weather widget shows a sun and cloud icon, the text 'Partly Cloudy', 'Chance of Rain: 0%', 'High: 82° Low: 63°', and a large temperature of '68°'. Below the weather widget is a table showing the weather forecast for the next few days.

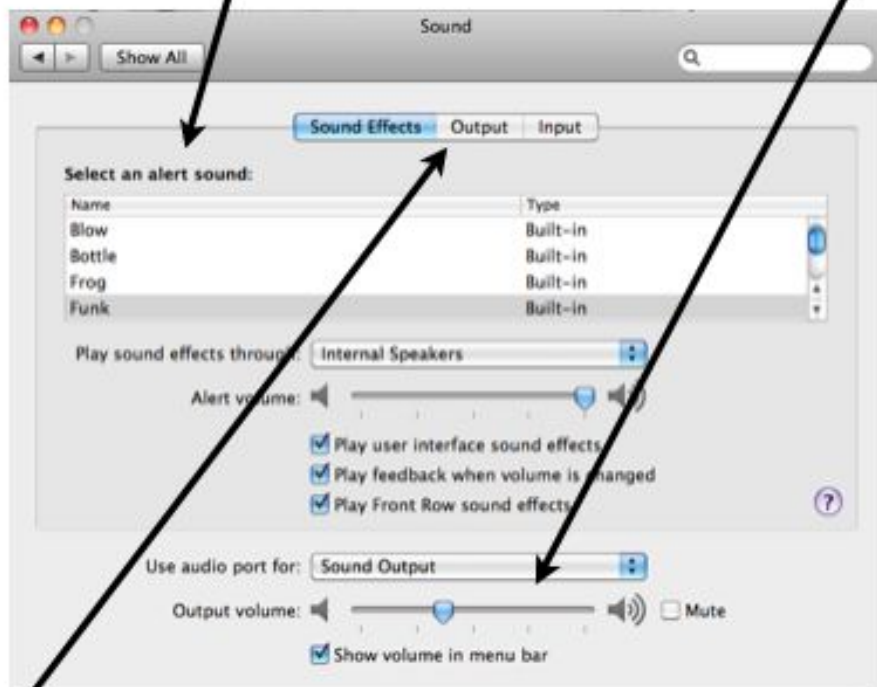
Now	10AM	11AM	12PM	1PM	2PM	3PM
63	72	75	77	79	79	79
Saturday		82	63			
Sunday		20%	86	68		
Monday		20%	89	67		
Tuesday		10%	89	67		
Wednesday		20%	93	64		
Thursday		60%	83	59		

Customizing the Sound

- Open the Apple Menu > Select System Preferences
- Choose Sound.



Select the sound for alerts. Select the volume for sound on the computer.



The Output and Input tabs can be used to adjust volumes when adding external speakers or an external microphone.

Settings on the Trackpad

Open the Apple Menu > Select System Preferences

Choose Trackpad.



Hover over each trackpad option and it will show you how each option works in the screen to the right.

Mac OS X Shortcuts

By Mignola Designs

Basic Commands

	+	P	=	Print
X	=	Cut		
Z	=	Undo		
A	=	Select All		
H	=	Hide		
F	=	Find		
G	=	Find Next		
M	=	Minimize		
-	=	Zoom Out		
W	=	Close Window		
C	=	Copy		
S	=	Save		
V	=	Paste		
O	=	Open Window		
E	=	Eject		
N	=	New		
+	=	Zoom In		

Screen Shots





- 3** take full screen picture
- 4** take selected screenshot
- 4** + spacebar take screenshot of selected window

Force Quit



- ( +  = Restart Sleep Shut Down)
- OR -
- Hold  while in dock menu to change the quit to force quit

Finder :  +  + **C** = Computer **H** = Home **I** = iDisk
A = Application **F** = Favorite **G** = Go to folder

Application Switcher

-  +  While in the App Switcher continue to hold  and
 - +  scroll right
 - + **Q** quit selected program
 - + **H** hide selected program

Dock Shortcuts

-  +  + App's icon in Dock: hide all other applications except the one you are clicking on
-  + Drag Dock divider: Move Dock to left, bottom, right of screen
-  +  + **D** Show / Hide Dock

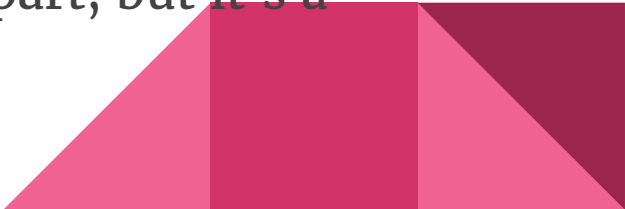


What's New With El Capitan?



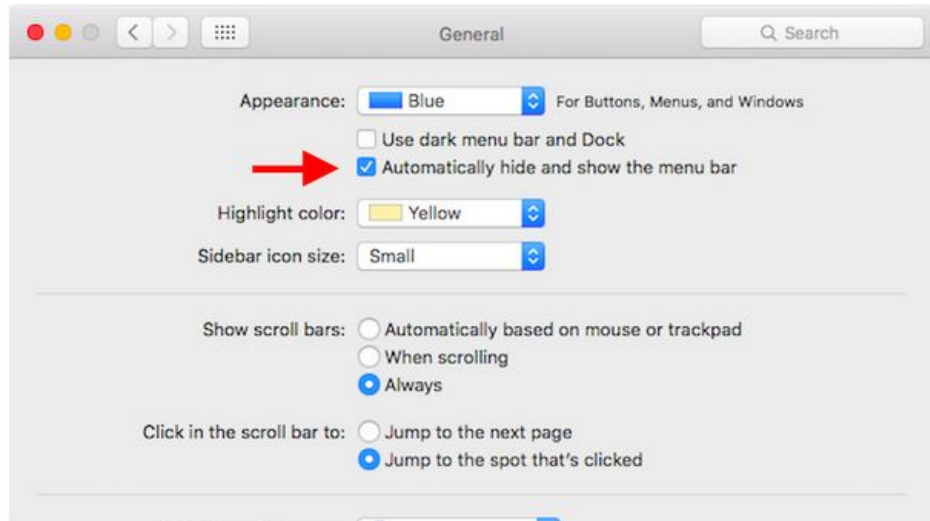
Pin Tabs in Safari

Do you visit a given site so frequently that it deserves a permanent home in your Safari tabs bar?

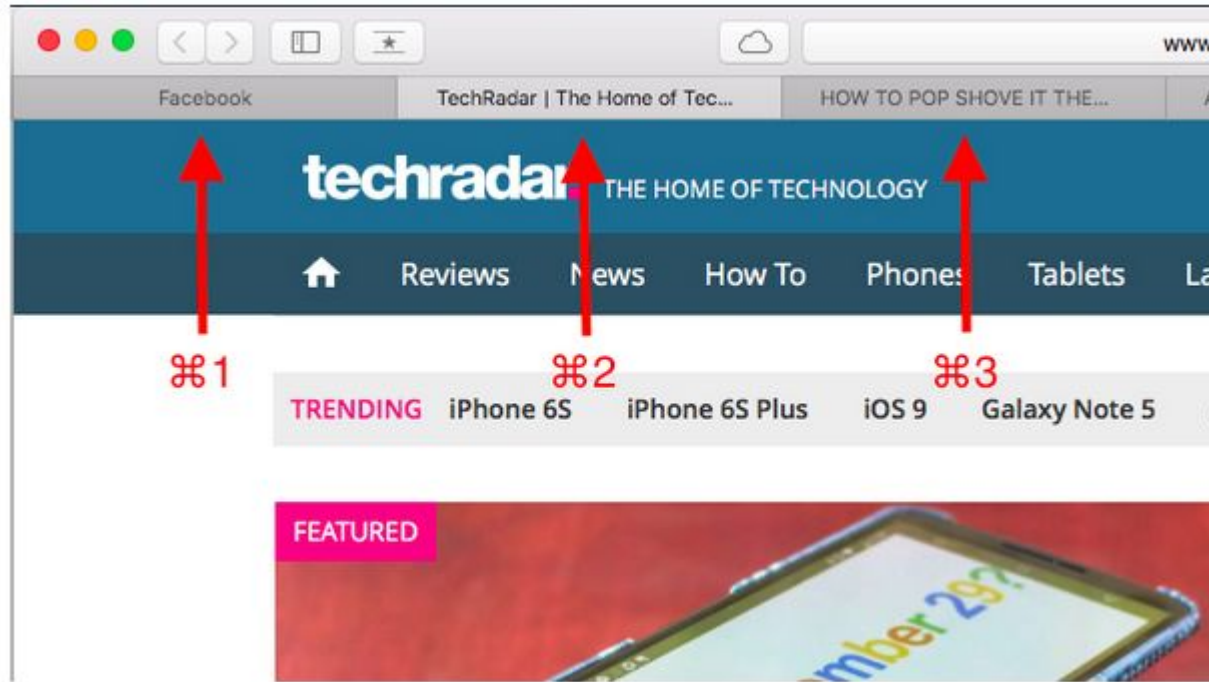
- Safari in El Capitan lets you "pin" such sites to the toolbar. Right-click the tab you want to pin and select Pin Tab (you can also do so from the Window menu), and that tab will appear in every Safari window you open—even after you quit the app entirely.
 - Google Chrome and Firefox have had this feature for a while, so this isn't a groundbreaking innovation on Apple's part, but it's a welcome addition nonetheless.
- 

Hide the Menu Bar

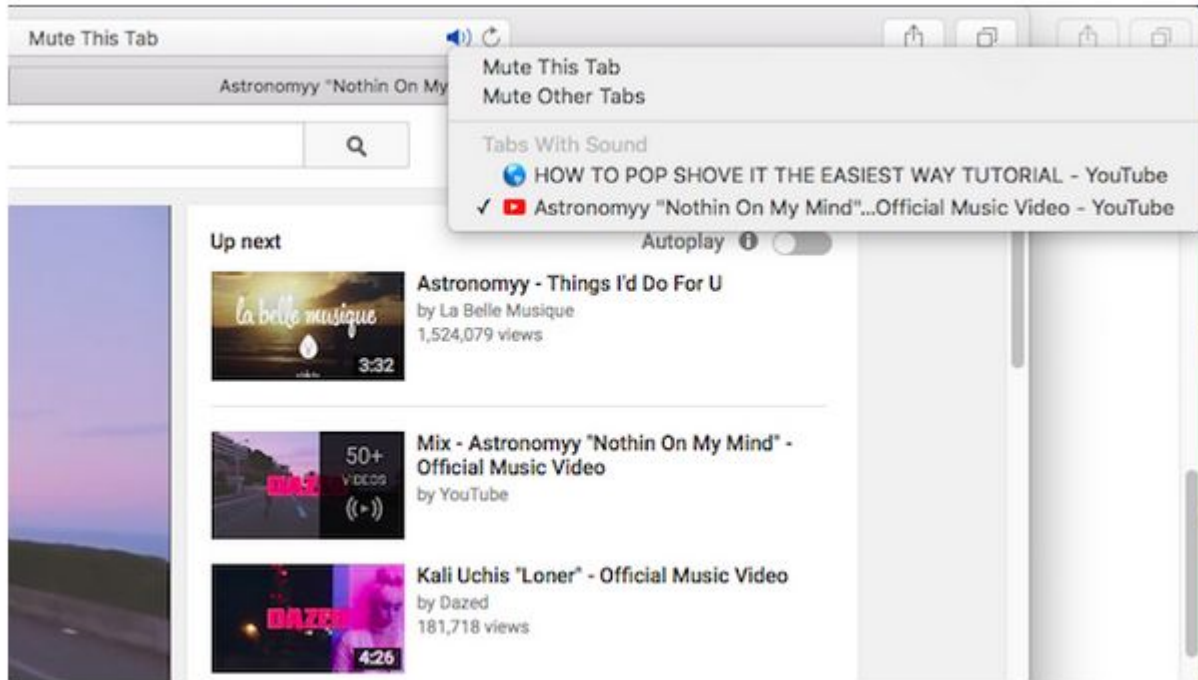
- Open System Preferences, go to General, then click "Automatically hide and show the menu bar."
- When you tick this box off, the menu bar will reappear as you glide your mouse arrow towards the top of the screen, allowing you to get at all your menus.



Use keyboard shortcuts to switch tabs



Mute Webpage Audio



View side-by-side apps in full-screen mode

"Split View," which lets you view two apps side-by-side while in full-screen mode.

- Press and hold the green Full-Screen button in the window's title bar for a couple seconds, then drag the window to either side of the screen.
- Find the other window you want to use in Split View, then click it.
- Once you're in Split View, you can choose how much horizontal space each window gets by clicking and dragging the vertical bar separating the two.



More OS X Tips & Tricks

<http://www.techradar.com/us/how-to/computing/apple/52-os-x-el-capitan-tips-and-tricks-1305433>

The background is a solid dark blue color. In the top right corner, there is a decorative pattern of overlapping triangles in various shades of blue, including a lighter blue and a very dark blue, creating a geometric, abstract design.

Questions,
Comments,
Concerns?

Find this presentation at –
<http://academies2016.weebly.com/session-resources>

Please fill out an evaluation for

Customizing Your Mac
with Jessica Stemwedel

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